



DEPARTMENT OF HUMAN SERVICES
SENIOR & DISABLED SERVICES DIVISION
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AUTHORIZED BY: _____

**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM

SDSD-IM-00-60

Date: June 8, 2000

TO: SDSD District and Unit Managers
Area Agency on Aging Directors

SUBJECT: Contract RN Orientation
Contract RN Contract Amendments

INFORMATION:

Orientation: Many local offices are currently in the process of entering into new contracts with registered nurses. The Central Office has recently received numerous requests for a Contract RN (CRN) orientation. SDSD is offering a CRN orientation in Salem which will cover the nursing component including Delegation. You may also send any other C RNs who have not had the benefit of a thorough nursing orientation.

The seven hour orientation will be held on Wednesday, July 12th, from 8:30a.m. to 4:30 p.m. in the Santiam room at the SDSD Training Center in Keizer at 4494 River Road North. The local office will be allowed three to four hours for additional training which is to include in-office procedures. It is recommended that this orientation time also include accompanying a Contract RN on a home visit.

The Contract RNs will be sent the Policy Guidelines, Contract RN Manual and the Behavioral Manual as soon as their contract is signed in the Central Office. It is expected they review these materials prior to the orientation. You may certainly provide a general orientation and utilize any new Contract RNs to provide service before they receive orientation from the Central Office.

The Contract RNs will be paid for all orientation hours. They will also be reimbursed for mileage at 32.5 cents/mile and lodging (at the state rate of \$56.00 + tax) for one night. The Wittenberg Inn is very close to the Training Center and charges \$59.00 + tax for a state rate. Reservations must be made as soon as possible (800-299-7221) in order to secure a room. You may request a map from Carmen Spencer. If you wish to Send Contract RNs to this orientation please contact Carmen as soon as possible.

Contract Amendments: As you know, generous rate increases have been given to the Contract RNs during the current contract period. Because of this, there may be a denial of payment for provider services towards the end of the contract year (September 30, 2000) for some RNs. In the Consideration Section of the contract a “not to exceed” amount is listed which was based on the current rate at the time the contract was affective times the total hours allowed per month.

Rather than amend all nursing contracts the Contracts and Procurement Unit will amend contracts as needed. If you suspect a provider payment will exceed the contract amount prior to a denial of payment or an RN has been denied payment, please contact Dawn Goodman dawn.goodman@state.or.us with an amendment request. Please use the Contract Request form and the Feasibility Study form at that time.

CONTACT PERSON: Carmen Spencer
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